



Minutes
City of Burlington Plan Commission
June 14, 2016, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Bob Grandi; Commissioners Chris Reesman; and Chad Redman were present. Alderman Tom Vos; Commissioners Darrel Eisenhardt; and Andy Tully were excused.

Mayor Hefty stated if anyone is here for Graef, our new City Planner, this item has been cancelled and rescheduled for the July meeting.

APPROVAL OF MINUTES

Alderman Grandi moved, and Commissioner Reesman seconded to approve the minutes of May 10, 2016. All were in favor, and the motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use application from Sandra Wagner for property located at 109 N. Pine Street to use the existing building for printing services with small specialty printing.

- Mayor Hefty opened the Public Hearing at 6:32 p.m.
- There were no comments.

Alderman Grandi moved, and Commissioner Redman seconded to close the Public Hearing at 6:32 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Conditional Use application from Sandra Wagner of Nobius Press, LLC, for property located at 109 N. Pine Street to use the existing building for printing services with small specialty printing, subject to Mark Roffers' June 7, 2016 memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- There were no comments.

Commissioner Reesman moved, and Alderman Grandi seconded to approve a Conditional Use application to use the existing building for printing services, subject to Mark Roffers' June 7, 2016 memorandum to the Plan Commission as follows:

- The approval is for a specialty print shop, occupying up to 4,000 square feet (providing an opportunity for modest future expansion without a subsequent or amended conditional use permit), and not requiring hazardous chemicals.
- Should the conditional use require exterior alterations to the site or building, beyond signage or cosmetic adjustments in the determination of the Zoning Administrator, a site plan shall be submitted and approved per applicable zoning ordinance standards.
- Permanent signage shall require a sign permit from the City prior to installation. Temporary signs are allowed for a period not exceeding 30 days.
- The applicant shall satisfy any other requirements of the Plan Commission, Zoning Administrator, Fire Inspector, and Building Inspector that relate to zoning ordinance, fire code, or conditional use permit standards. Some of the work described in the "lease letter of intent" submitted with the application may require a building permit before its completion.

All were in favor and the motion carried.

B. Consideration to approve a Site Plan application from Andrew Kowalski of Platinum Salon & Spa, for property located at 308 S. Pine Street to expand the existing entrance to 53 feet, allowing patrons to back up safely onto S. Pine Street, subject to Kapur & Associates' June 9, 2016 memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Gregory Guidry stated the back parking lot of this property was sold off years ago and is an existing non-conforming lot. The current owners are trying to create a safer situation by expanding the entrance. Gregory Guidry stated Kapur & Associates suggests a triangular stamping in the middle of the drive making it look like two separate driveways. Gregory Guidry also commented that Dairy Queen is also over the 35 foot required opening.
- Alderman Grandi questioned how the parking on the south side would be angled. Andy Kowalski, owner, stated there is a verbal agreement with Dairy Queen to use the side of the building for parking, so the parking spaces could be angled more to allow for pulling out safely. Mr. Kowalski further stated they cut the curb without the City's approval, not realizing approval was necessary, but had to cover up the hole with gravel for safety concerns. Mr. Kowalski explained by keeping the drive flat it allows the snow to be plowed without going over the curb. Alderman Grandi commented this is a good solution to a bad situation as long as Dairy Queen is on board with this. City Administrator Walters questioned if they could get a written agreement from Dairy Queen to okay the shared parking lot. Mr. Kowalski stated it should not be an issue since Dairy Queen uses their lot for car shows.
- There were no further comments.

Alderman Grandi moved, and Commissioner Reeman seconded to approve a Site Plan application to expand the existing entrance to 53 feet with a triangular colored stamped center keeping the drive flat, subject to Kapur & Associates' June 9, 2016 memorandum to the Plan Commission as follows:

- Kapur & Associates had previously provided a recommendation to install a depressed curb head in place of the standard six-inch vertical face curb between the driveways, and allow a second driveway exit on the north side of the parcel.

All were in favor and the motion carried.

C. Consideration to recommend approval to the Common Council of a Rezone Map Amendment application from Peter Smet of Burlington Area School District for property located at 340 Church Street to rezone the property from Rs-2, Single Family Residential to I-1, Institutional District, subject to Mark Roffers' June 7, 2016 memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Gregory Guidry stated BASD runs a school program for young adults with special needs and would like to stay in a residential setting for learning, which requires the 340 Church Street property to be rezoned. City Administrator Walters stated that in Mark Roffers' report he had some concerns about zoning this property to I-1. She stated Mark Roffers would like to see what the public's input is, wanted more information regarding how many students, teachers and other staff to decide if the driveway is suitable for the proposed use and would like a City Attorney's review. City Administrator Walters commented there should not be any issues from a legal stand point.
- City Attorney John Bjelajac stated from a legal stand point there is no issue with rezoning this property from Rs-2 to I-1, but highly suggests a restrictive covenant should be written to avoid future issues. This would allow the property to be converted back to the Rs-2 residential zoning in the event the Project Active Citizen (PAC) Program would be sold and not used for a school. Alderman Grandi stated he felt the residents should be allowed to voice their opinions. City Administrator Walters stated there will be a Public Hearing at the June 21 Common Council meeting. Peter Smet, superintendent of BASD, 101 N. Kane Street, stated the school held a public vote of electors in the Burlington School District with a vote of 47-0 to purchase the property.
- There were no further comments.

Commissioner Reesman moved, and Alderman Grandi seconded to recommend approval of a Rezone Map Amendment application to rezone property located at 340 Church Street from Rs-2 to I-1, subject to Mark Roffers' June 7, 2016 memorandum to the Plan Commission as follows:

- Limit future uses to the training center only (not any other I-1 use).
- Exclusively serve persons with disabilities/special needs.
- Not occupied as residential quarters, which have been stated in writing.

- Specify a maximum number of employees, which is one teacher and three aides.
- Specify a maximum number of persons served which consists of an average of ten students per year.
- Provide a minimum of two off-street parking spaces.
- Restrict changes to the exterior of the building so as to detract from the residential character of the neighborhood within which the residential-based public educational outreach center is located.
- City provided with the right but not the responsibility to enforce standards.
- Restriction may not be modified or removed without City approval.

All were in favor and the motion carried

ADJOURNMENT

Alderman Grandi moved, and Commissioner Redman seconded to adjourn the meeting at 6:48 p.m. *All were in favor and the motion carried.*

Recording Secretary
Kristine Anderson
Administrative Assistant